

Building Permit Plan Format Checklist

The purpose of this checklist is to standardize plans submitted for a City and County of Honolulu permit. If the minimum information indicated below is not provided, plans review may not be completed in a timely manner.

Failure to meet any checklist item will result in rejection of drawings and require re-submission.

Automated Prescreen (Phase 1)

(uploaded drawings must pass through Prescreen Phase 1 to move onto Prescreen Phase 2)

1. Files/Sheets:

- a. Minimum page size/sheet size of 36"x24"
- b. All sheets in the same landscape orientation
- c. All sheets are same size
- d. Each sheet is its own file

2. DPP Approval Stamp Space:

- a. 5.75"W x 3.75"H from the top right edge of each sheet must remain a completely clean blank white space and must not contain any borders, lines, smudges, specks, spots, logos, drawing details, etc.

3. File Naming Standard for ePlans only:

- a. Are 45 characters or less (which includes acceptable characters, spaces and .pdf)
- b. Contains no special characters such as: ! @#\$%^&*()'"?/\ =+~[]{} , ' < > ;
- c. Only acceptable special characters are: Hyphen, underscore and period or decimal
- d. Format: Sheet number followed by a short description of drawing. Examples:
001 – Title Sheet_Index_Data Table
A001 – Plot Plan
E001 – Electrical Diagram
- e. First uploaded sheet must be the Title Sheet. The Title Sheet shall not include an alphabetical character. (ex. 000 or 001-Title Sheet)
- f. Must be consistent with sheet index and sheet number located on drawings.

4. Sheet Numbering Standard on Uploaded Drawings:

- a. All sheets following the Title Sheet(s) must be a maximum of two alphabetical characters that designates discipline followed by 3 numerical characters. (ex. A001 or SS-101)
- b. First uploaded drawings must be labeled **Title Sheet**. Title Sheet must not include an alphabetical character (ex. 000 or 001-Title Sheet). For all projects there shall be a sheet labeled ### Title Sheet even if there is only one sheet. The Title Sheet shall not include an alphabetical character.
- c. The numerical format can be sequential or in a series format.

Manual Prescreen (Phase 2)

(uploaded drawings must pass through Prescreen Phase 2 to move onto Residential/Commercial Code Review and Agency Routing Phase 3)

1. Color:

- a. Plans are black and white drawings. No color allowed.
- b. Photos may be used for reference only. No color allowed.
- c. Renderings and Logos are acceptable in color.

2. Scale:

- a. All applicable drawings and details are drawn to scale.
- b. All applicable sheets must have a typical graphic scale bar, in which the scale must match the drawings.
- c. Minimum 1/8" height text and symbols.
- d. Standard Architectural and Engineering scales must be used.

3. Index:

- a. Index list matches sheets submitted
- b. Cross-referencing is consistent between – file name, sheet number, details, index, etc.

4. Title Block:

- a. Included on each uploaded drawing.
- b. Include the owner/project name, legal registered project addresses as recorded with the Dept. of Planning & Permitting, TMK(s) and brief project description.

5. Complete Plot Plan Showing:

- a. Entire Parcel
- b. All lot dimensions provided by TMK/GIS maps
- c. All driveway aprons (new & existing)
- d. Offsite utilities (utility poles, hydrants, etc.), sidewalk infrastructure (catch basins, manholes)
- e. Location of work and description of scope of work
- f. Plot all existing permitted structures with addresses
- g. Building setbacks
- h. Required yard setbacks
- i. Easements labeled
- j. All streets with names

notate all
changes

6. Drawing Revisions:

- a. Cloud and notate all changes.
- b. Provide a signed, dated and detailed Revision List.
- c. Email ePlans@honolulu.gov to make a revision request and to ask DPP to open access to the application and return task to applicant to upload required plans and the Revision List for projects that have an issued permit and currently in the inspections phase.

ePlans reference guide:

https://www.honolulu.gov/rep/site/dpp/dpp_docs/how-to-submit-ePlans.pdf

DPP Permit Process Improvement (PPI) page, for tips on prescreen submission:

<https://www.honolulu.gov/dpp/permitting/building-permits.html#PPI>

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C&C of Honolulu, Department of Planning & Permitting Building Permit Application Checklist
Commercial Mechanical

The purpose of this checklist is to provide a **GUIDE** to assist permit applicants as to the minimum information required for plans review for City and County of Honolulu permit requirements. If the minimum information indicated below is not provided, plans review may not be completed in a timely manner. For any questions, call 768-8242

All Site, Floor & Roof Plans

Printed to industry-standard scale with scale bar

Minimum 1/8" text and symbol height

Room, and building labels

North arrow

Symbol legend and code references

Plumbing/Mechanical Equipment Schedule

Energy efficiency rating

Equipment performance rating (eg. air/water flow rate, hp, btuh, kw,...)

Electrical power requirements

Plumbing fixture types (eg. elongated wc, open front seat, pressure balance shower valve,...)

Plumbing Floor & Roof Plans with Coordinated Isometric Drawings

Water, waste, vent, storm drain, fuel gas and medical gas piping size and routing with point of connection to existing

Water heater installation detail with T&P drain size, routing & termination location

Pretreatment equipment (eg. grease interceptor, oil water separator,...) location & detail with "UPC LISTED" notation

Fire Sprinkler Plan

Fire sprinkler head locations & types

Available static & residual water pressure

Occupancy hazard

Alarm riser & control valve location and detail

Fire department connection location & detail

Fire protection special inspector [FPSI] notation on plan

Valve supervision notation on plan

Standpipe piping on floor plan and piping diagram including fire department connection

Site Utility Plan

Piping profiles or invert elevations

Piping size & location for the point of connection to existing city or site utilities

Proposed piping size and routing

Backflow prevention assembly locations & details

Fire hydrant location (on or offsite)

Established flood elevations

Finished grade and finished floor elevations

Pool/Water Feature/Fishpond Piping Plan

Water supply size & location at point of connection with backflow preventer

Filter backwash drain size & routing to point of discharge

Irrigation Plan

Water supply size & location at point of connection with backflow preventer

Energy Code Compliance Statement

Air Conditioning & Ventilation [AC&V] Plan with Equipment Location, Duct Size & Routing

Fire-rated wall penetration location & detail

Duct smoke detector location & detail

Smoke control system sequence of operation

Ductwork size & routing including intake & discharge location

Condensate drain piping size & routing from equipment to point of discharge

Kitchen Equipment Plan

Commercial cooking exhaust hood location & detail, hood & duct fire suppression system

Shutoff valves (main, appliances, hood integrated,...)

C&C of Honolulu, Department of Planning & Permitting Building Permit Application Checklist
Commercial Electrical

The purpose of this checklist is to provide a **GUIDE** to assist permit applicants as to the minimum information required for plans review for City and County of Honolulu permit requirements. If the minimum information indicated below is not provided, plans review may not be completed in a timely manner. All information shown on the plan shall be true and accurate and shall be based on a site investigation by the designer of record. For any questions, call 768-8220. **Note: All voided sheets shall be returned.**

All electrical site, floor and roof plans

Printed to industry-standard Architectural and Engineering scale with graphic scale bar

Minimum 1/8" text and symbol height

Area, room, and building labels

North arrow

Symbol legend and code references

Name of the person responsible for the design

Demolition plans for demolition work

New plans for new work

Nature and extent of work shown should be limited to respective site and floor/roof level represented

Floor plans should show all interior and exterior walls and openings (i.e. doors, windows, etc.)

Clearly differentiate between new and existing work

Location of all penetrations to fire-rated construction

Location of new and/or modified equipment with electrical and NEMA ratings and mounting heights

Wiring/installation methods

Cable/wire/conduit identification and sizing

Electrical ratings of equipment

Location(s) of classified (hazardous) areas

Lighting plans

Luminaire schedule

Building energy conformance statement

Layout of means of egress lighting, exit signs, and emergency exit illumination (Bldg)

Location of luminaires, switches, control devices, cabinets, etc.

Light pole elevation details

One-line diagram

Grounding and bonding

Service capacity

Available fault current information

Location of service point

Show all inverter and battery output circuits

Power plans

Equipment elevations

Conduit location including depth and distance to structural – load bearing elements

Service UFER ground attachments that will be inaccessible for inspection after cover

Electrical load calculations

Equipment labels/signage

Signal plans

Location of all new communication devices

Identification of all plenum spaces

Fire alarm plans

Location of all fire alarm devices

Fire alarm notes (HFD)

Fire alarm riser diagram

Connection of new devices to existing systems

Classification of fire alarm system as power-limited or non-power limited type

Site plans

Location of all flood hazard boundaries; finished grade and flood hazard elevations at all exterior equipment

Location of all above and below ground utilities

Location of existing and proposed underground and overhead electrical lines

Location of HECO service equipment and conductors

Location of all service equipment

State on the plan if ground disturbance will or will not occur

Panel schedule

Panel name and location

Identification of all circuits and loads installed; distinguish between new and existing circuits

Panelboard electrical ratings (i.e. voltage, amperage, phase, and short circuit ratings)

Indicate if panelboard is MLO or has main breaker

Identify number of poles and size of all circuit breaker